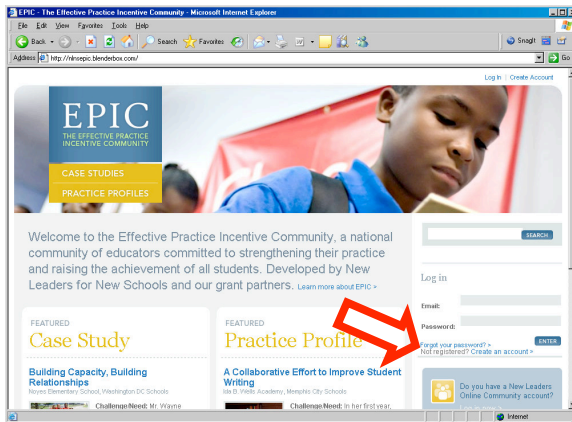


ACCESSING THE EPIC KNOWLEDGE SYSTEM

The EPIC Knowledge System is a password-protected site that is available to all members of the New Leaders community and all educators in EPIC grant partner districts and charter schools. As an educator in an EPIC partner district or charter school, you will register to create an EPIC account the first time you use the EPIC KS.

1. Go to the EPIC KS home page <http://epic.nlms.org>.
2. Look for the Log in area on the right hand side of the page. Click on the link called *Create an account*.



3. Follow the directions on this page, entering all of the required information.
4. Write down your password so you remember what you entered.
5. Click on the *Create Account* button. If there is any missing information, you'll be prompted to provide it with red text directions.
6. Wait a few seconds while the system processes your account information. You'll then be returned to the EPIC home page, where you should enter your email address and password and gain access to the entire EPIC KS. You'll have to log in with your email address and password every time you use EPIC.
7. Once you're on the EPIC site you can end your session by clicking the *Log Out* link at the upper right hand corner of the page.